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MINUTES OF THE PROGRAM COMMITTEE

JAN. 16, 1996

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NEW BUSINESS:

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MINUTES OF THE PROGRAM COMMITTEE
1996 01 16

Present: Trustees Bishop (Chairman), Gage, Johnstone, Mulholland, Patenaude, Rodgerson and Stewart.

Also Present: Trustees Cunningham, Darby, Johnston and Orban.

Officials Present:
D. Goodridge (Director of Education and Secretary)
E. Bond (Superintendent of Program)
P. Gillie (Superintendent – Administrative and Operational Services)
M. Quinn (Superintendent of Schools – Lower City)
F. Cooke (Assistant Superintendent of Program)
M. Matier (Assistant Superintendent of Schools – Mountain)
S. Thompson (Assistant Superintendent of Schools – Lower City)

Mrs. Bishop called the meeting to order, noting regrets for not attending were received from Trustees Hicks and Korz. She then called for confirmation of the minutes.

Moved by Ms. Orban:

That the minutes of the regular meeting of 1995 12 13 be approved as presented.

CARRIED

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

Proposal for the Evaluation of Special Education Programs

Miss Bond provided an overview then called on Dr. M. Bountrogianni, Chief Psychologist, and J. Trovato, Psychoeducational Consultant, who reviewed the Report and responded to the members' questions.

Moved by Mr. Mulholland:

That the Report re Proposal for the Evaluation of Special Education Programs be received for information and the following recommendations approved:

(a) That the Proposal for the Evaluation of Special Education Programs, as outlined in Appendix II of the Report, be approved.

(b) That a progress report be brought back to the Program Committee in January, 1997.

With the understanding that the proposed evaluation of the Board's Special Education programs will be done within existing resources, the members emphasized that any additional costs for this project should be included in this year's budget consideration.

The members called for renewed efforts in pursuing Ministry funding for this type of study.

The motion was put to a vote and was **CARRIED**.

Review Committee - Policy and Procedures for the Selection of Learning Resources - Requested by Trustee Korz

Mrs. Bishop advised of Mr. Korz' request to defer consideration of this item to the February meeting as he was unable to attend tonight. She felt item 3 should also be deferred as this relates to the same issue.

Moved by Mr. Stewart:

That items 2 and 3 of the Agenda be deferred to the February meeting.

Mr. Stewart recalled similar requests were granted in the past. Noting the Board-approved re-scheduling of the January meeting date for this Committee (from Thursday, 1996 01 04 to Tuesday, 1996 01 16), Mr. Stewart informed the members of Mr. Korz giving advance notice that he would not be available for Tuesday night meetings.

When concerns were expressed that the deferral motion could delay the work of the Central Review Committee, Mr. Stewart reminded the members that based on usual practice, the Committee may proceed under the present Policy.

The motion was put to a vote and was **CARRIED**.

Referred Motion [at 1995 12 21 Board]

▪"That the recommendations of the Central Review Committee - Policy and Procedures for the Selection of Learning Resources be brought for approval to the Program Committee."

Deferred to the February meeting (see above discussion).

Verbal Update re Action Plans - Magnet Schools

In his update, Mr. Goodridge emphasized that in response to feedback to secondary school proposals in October, 1995, the Secondary Futures Steering Committee has identified specific areas to be addressed by schools. The Futures Committee will maintain the system focus while promoting a secondary school education system in which the individual schools will continue to pursue developments in directions determined by:

- an action plan incorporating a clear direction and evaluation components
- community input and resources
- a fiscal understanding focused on efficient and accountable program delivery
- a relationship with associate schools geared at collaborative and mutually supportive environment
- a thorough analysis of student performance incorporated into the review and planning process
- a staff development and involvement process

Mr. Goodridge reported further that six areas were already identified for specific and immediate attention: Alternative Education, Basic Level Programming, Special Education, Vocational Education, Adult and Continuing Education and English as a Second Language. These areas were being dealt with through the Superintendent of Program, who struck a committee specifically targeting the first

four areas. It is anticipated that recommendations for action will be forthcoming in the near future. The two remaining areas are still in the process of development and planning.

In concluding his update, Mr. Goodridge advised that the Secondary Futures Steering Committee will meet with the Principal (or other appropriate persons) of each secondary school in January and February to discuss the development of a school action plan relative to the "Magnet (Focus) Process – Stage 3" proposal and the issues raised by the trustees. A final report for further decision may be forthcoming to the Board by June, 1996.

Responding to the members' concerns regarding perception by the public that the entire magnet school concept will be in place in secondary schools by September, 1996, Mr. Goodridge assured that appropriate information, i.e. what is actually happening in terms of the changes forthcoming in secondary education and the progress to date on magnet school programs is passed on to the parents and the rest of the community through available communication channels. He affirmed that what was set in the schools in terms of the "magnet" program entails no new costs.

Mr. Goodridge agreed to take under advisement Mr. Stewart's suggestion of providing a brief clarification about the Magnet School program in the report cards for middle and secondary schools.

It was agreed:

That the verbal Update re Action Plans – Magnet Schools be received for information.

NEW BUSINESS:

April Meeting Date

Moved by Mr. Darby:

That the April meeting of the Program Committee be re–scheduled to Tuesday, 1996 04 02 at 18:15 hours. **CARRIED**

Ms. Patenaude suggested an early start for the French Language Section meeting that night to avoid possible conflict with timelines.

At this point, the members were advised that Trustees Johnstone and Rodgerson, who are Committee members, and Miss Bond would not be able to attend on April 2nd.

Moved by Mr. Darby:

That the approved motion be reconsidered. **LOST**

ELEMENTARY/SECONDARY

NEW BUSINESS:

Resolution from the Board of Education for the City of Etobicoke re increased pre-service training in music for generalist elementary teacher candidates

Moved by Mr. Stewart:

That the Resolution from the Board of Education for the City of Etobicoke re increased pre-service training in music for generalist elementary teacher candidates be referred to the Officials for clarification. **CARRIED**

The meeting then adjourned.

Read and confirmed,

CHAIRMAN

rt

Att.

Note: Clarification in calculation* at 1996 01 17 SEAC meeting.

REVISED PAGE 3 (from the January Program Committee Agenda)

Revised copy provided for your information.

TABLE 2

Statistical Trends in Integration of Exceptional Students
The Hamilton Board of Education (1990/1991 - 1993/1994)

	1990/1991	1991/1992	1992/1993	1993/1994
* **Total Exceptional** (Secondary and Elementary)	3,291	3,381	3,446	3,474
* **Total Regular Class** (Elementary)	569	541	560	459
* **% of Total Exceptional** (Elementary)	30	30	30	25
Ontario %	**57**	**58**	**59**	**60**

- TABLE 2 indicates that the proportion of exceptional students in The Hamilton Board of Education who were in regular programs within a similar time frame as reported in the Ontario report, was significantly less than the Ontario norm. While the Ontario report showed a steady increase in integration of about 1% annually up to the 1993/1994 school year, the trend in Hamilton for the same period, was to remain stable at 30% and then in the last year, to decline by about 5% to an overall 25% level.

- TABLE 3 illustrates, according to exceptionality, the percentage of students integrated into elementary school regular classes in both the Hamilton Board of Education and across Ontario over a five-year time frame:

TABLE 3

Percentage of Students Integrated into Regular Classes
Selected Exceptionalities: Elementary Level
Hamilton Compared to Ontario Over a Five-Year Period

EXCEPTIONALITY	HAMILTON BOARD		ONTARIO	
	1990/1991	1994/1995	1989/1990	1993/1994
Specific Learning Disability	44.0	39.0	68.0	71.0
Gifted	26.0	32.0	70.0	66.0
Intellectually Disabled-GLD	14.0	18.0	32.0	41.0
-TR	3.0	4.0	7.0	14.0
Behavioural	9.0	17.0	33.0	38.0
Speech and Language Impaired	21.0	21.0	65.0	65.0
Multiple	33.0	24.0	30.0	36.0
Autistic	15.0	46.0	Not Available	
Hard of Hearing	17.0	6.0	Not Available	
Visually Impaired	100.0	100.0	Not Available	
Orthopedic	42.0	48.0	Not Available	

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NEW BUSINESS:

1. Correspondence from Stormont, Dundas and Glengarry Board of Education re support of TV/TF Ontario [Referred at 1996 01 18 Board] 2

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BUSINESS ARISING OUT OF THE MINUTES:

1. Verbal Report from the Officials re increased pre-service training in music for generalist elementary teacher candidates 2

NEW BUSINESS:

1. Peer Mediation Middle School Project and the Achenbach Student Survey [Referred at 1996 02 15 Board] 3

MINUTES OF THE PROGRAM COMMITTEE
1996 03 07

Present: Trustees Bishop (Chairman), Gage, Johnstone, Mulholland, Rodgerson and Stewart.

Not Present: Trustee Patenaude.

Also Present: Trustees Cunningham, Desmarais, Hicks, Johnston, Korz, MacDonald, Orban, Paquin and Rogers.

Officials Present:
D. Goodridge (Director of Education and Secretary)
E. Bond (Superintendent of Program)
M. Quinn (Superintendent of Schools – Lower City)
F. Cooke (Assistant Superintendent of Program)

Mrs. Bishop called the meeting to order, noting regrets for not attending were received from Trustees Hill, Lowe and Patenaude. She then asked for confirmation of the minutes.

Moved by Canon Rogers:

That the minutes of the regular meeting of 1996 01 16 be approved as presented.
CARRIED

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

Review Committee – Policy and Procedures for the Selection of Learning Resources – Requested by Trustee Korz

Recalling his previous concern that this committee will render autonomous decisions regarding materials for curriculum and libraries, Mr. Korz emphasized the importance of the Board's accountability in this area and maintained his preference for an advisory role for the review committee.

Referred motion [at 1995 12 21 Board]:
"That the recommendations of the Central Review Committee – Policy and Procedures for the Selection of Learning Resources be brought for approval to the Program Committee."

At this point, Mr. Korz moved the above referred motion.

Trustees supporting the motion provided the following input:

- facilitates the role of the Program Committee and the Board
- promotes the efficient handling of challenges and disputes (Mrs. Johnstone suggested that trustees be made aware of specific and contentious challenges.)

Moved in amendment by Dr. Johnston:

That the word "annually" be added to the motion.

Several members were concerned that an annual reporting could hamper the work of the committee.

Miss Bond clarified the specific procedures in the policy for handling disputed materials.

Mr. Gage called the question on the amendment and it was **Carried**.

The amendment was put to a vote and was **LOST**.

Dr. Johnston called the question on the main motion and it was **Lost**.

Concerns from trustees opposed to the motion were as follows:

- this Board-approved committee has cross-representation of the community, thereby consisting of competent members
- Board could either be "rubber stamping" the committee's decision or get into tedious debate on an issue
- duplication of efforts
- motion is redundant because the policy outlines specific procedures for consideration of learning resources, including the challenged items

Mr. Hicks called the question and it was **Carried**.

The motion was put to a vote and was **LOST**.

NEW BUSINESS:

Correspondence from Stormont, Dundas and Glengarry Board of Education re support of TV/TF Ontario [Referred at 1996 01 18 Board]

Moved by Mr. Stewart:

That the Correspondence from Stormont, Dundas and Glengarry Board of Education re support of TV/TF Ontario be received and filed.

ELEMENTARY/SECONDARY

BUSINESS ARISING OUT OF THE MINUTES:

Verbal Report from the Officials re increased pre-service training in music for generalist elementary teacher candidates

Miss Bond advised that, after reviewing this issue carefully, concerns surfaced on the need for mandatory formal instruction for all teachers on various specialized programs, e.g. special education, guidance, core subjects like English and Science, etc. She concluded this could take considerable time and would have implications for the organization of the pre-service program.

Moved by Mr. Mulholland:

That the verbal report from the officials re increased pre-service training in music for generalist elementary teacher candidates be received for information and the following recommendation approved:

(a) That the Board not support the mandatory formal instruction in music for all aspiring elementary school teachers.

Mr. Mulholland requested that the response letter to the Board of Education for the City of Etobicoke indicate clearly the rationale behind the Board's decision not to support the resolution.

The motion was put to a vote and was **CARRIED**.

NEW BUSINESS:

Peer Mediation Middle School Project and the Achenbach Student Survey [Referred at 1996 02 15 Board]

Mr. Quinn introduced Dr. C. Cunningham, Chedoke–McMaster Hospitals, who assisted in responding to the members' questions.

In detailing the process for the study, Mr. Quinn clarified that peer mediation is the focus of this Ministry–funded project. Affirming the Board's positive experience with its peer mediation program, Mr. Quinn noted that the middle school project has placed this program in the context of a formalized research study.

Moved by Mr. Mulholland:

That the following recommendations in the Report re Peer Mediation Middle School Project and the Achenbach Student Survey be approved:

(a) That the report be received for information.

(b) That the use of the Achenbach Student Survey be discontinued as part of the Middle School Peer Mediation Project.

Concerns were expressed on the negative press accorded the recent issue about some parents' concerns regarding the survey.

Mr. Mulholland called the question and it was **Carried**.

Mr. Gage requested the recommendations be voted on separately.

Clause (a) was put to a vote and was **CARRIED**.

Clause (b) was put to a vote and was **LOST**.

The meeting then adjourned.

Read and confirmed,

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CHAIRMAN

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MINUTES OF THE PROGRAM COMMITTEE
1996 05 09

Present: Trustees Bishop (Chairman), Gage, Johnstone, Mulholland, Patenaude and Stewart.

Not Present: Trustee Rodgerson.

Also Present: Trustees Cunningham, Darby, Desmarais, Johnston, MacDonald, Orban and Rogers.

Officials Present: E. Bond (Secretary Pro Tem and Superintendent of Program), N. Nicholls (Superintendent of Schools - Mountain), M. Quinn (Superintendent of Schools - Lower City), F. Cooke (Assistant Superintendent of Program) and M. Matier (Assistant Superintendent of Schools - Mountain).

Mrs. Bishop called the meeting to order, noting regrets for not attending were received from Trustees Rodgerson, Hicks, Hill, Lowe and Paquin.. As Mr. Goodridge had informed the Committee in advance that he was unable to attend tonight's meeting due to previous commitments, it was

Moved by Mr. Mulholland:

That Miss Bond be nominated Secretary Pro Tem. **CARRIED**

Mrs. Bishop called for confirmation of the minutes:

Moved by Dr. Johnston:

That the minutes of the regular meeting of 1996 03 07 be approved as presented. **CARRIED**

In consideration of the students participating in the presentation regarding Grade 4 Keyboarding Pilot, it was

Moved by Mr. Gage:

That the Report regarding Grade 4 Keyboarding Pilot be considered as the first item of the Agenda. **CARRIED** **[See Page 4]**

GENERAL

BUSINESS ARISING FROM THE MINUTES:

Status Report follow up: Issues Facing Female Athletes in Hamilton High Schools

Miss Bond gave an overview and then called on Ms. S. Green-Gibson, Project Team Leader - Student Services and Community Linkage, who reviewed the Report. She highlighted the improvements achieved to date, noting the intent to bring a further update on the other areas of concerns by next year.

Moved by Mr. Mulholland:

That the follow-up report: Issues Facing Female Athletes in Hamilton High Schools be received for information and that a further report reflecting the other areas of concerns be brought back to the Program Committee. **CARRIED**

Implementation of "The Common Curriculum - Grades 1-9" Status Report

Miss Bond provided an overview and then called on Mr. R. Chapman, Program Team Leader - Assessment, Evaluation and Reporting, who presented the Report.

Moved by Mr. Mulholland:

That the status report on the implementation of the Common Curriculum be received for information and the following recommendations approved:

a) That a further report to the Board regarding Provincial and Board reviews and the administration of other Standardized Tests be brought back to the Board following official announcement from the Ministry of Education and Training.

b) That "The Common Curriculum - Grades 1-9" System Implementation Plan - Timelines, as approved in May 1994, be amended as shown in Appendix 3.

CARRIED

Report of the Secondary Futures Committee re Specialized ("Magnet") Programs and Courses in Secondary Schools

In presenting the Report, Miss Bond alluded to the following key findings from the school visits by the Secondary Futures Committee:

The need for each school to:

a) establish a "data committee" responsible for the collection and interpretation of data relevant to its community, program and students.

b) establish a liaison between each school and the Computer Services Department, specifically intended to facilitate the generation of, access to and understanding of data that is currently available and data that needs to be generated for schools to carry out responsible decision making.

c) develop an action plan related to student data collection and interpretation specifically directed to the needs of basic, general and advanced level learning as well as special education needs.

Miss Bond noted further that this series of recommendations from the Committee will be outlined and shared with all secondary schools in a forthcoming memorandum from the Director.

Moved by Mr. Mulholland:

That the "Update on Specialized ('Magnet') Programs and Courses in Secondary Schools" be received for information.

The members' concerns focused on the following areas:

- Implications of the recommendations on accommodation, consolidations of schools, magnet school concept and the delivery of secondary education. Preference was expressed to deal with these issues together at a future meeting.
- Impact on staffing and on-going negotiations with the federations.

At this point, Mr. Mulholland was permitted to withdraw his motion.

Moved by Miss Cunningham:

That no action be taken on the recommendations in the "Update on Specialized ('Magnet') Programs and Courses in Secondary Schools" and that the following be approved:

a) That closure be brought to the Secondary Futures Steering Committee effective 1996 05 31.

b) That an ad hoc trustee committee be established to look into accommodation, consolidation of schools, magnet schools and secondary school reform.

Some members were concerned that the motion could delay the work and planning process initiated by the Secondary Futures Steering Committee.

Stating he would prefer the officials revisit the report, taking into consideration the members' concerns and then report back to this Committee, it was

Moved in amendment by Canon Rogers:

That the Report be referred back to the officials. **LOST**

The motion was put to a vote and was **CARRIED**.

Mr. Desmarais requested the minutes reflect that he abstained from voting on the motion.

NEW BUSINESS:

Adult and Continuing Education 1995 Annual Report

Miss Bond introduced the Report and then called on Mesdames J. Morse, Principal - Adult and Continuing Education, and M. Middlemiss, Administrative Assistant - Adult and Continuing Education, who provided the details of the Report and responded to the members' questions.

Moved by Dr. Johnston:

That the Adult and Continuing Education 1995 Annual Report be received for information. **CARRIED**

Ms. Morse advised that Mr. T. Skarica, Member of Provincial Parliament - Wentworth North, would be visiting Jackson High - Adult Education Program tomorrow, 1996 05 10.

Correspondence from St. Alban the Martyr Church re a Pilot Course to Offer Education in Religion [Referred at the 1996 04 18 Board]

Dr. Johnston provided background information on multi-faith education programs.

Moved by Dr. Johnston:

That the correspondence from St. Alban the Martyr Church re a pilot course to offer Education in Religion be referred to the officials for a feasibility study.

It was requested that costing details be incorporated in the study.

The motion was put to a vote and was **CARRIED**.

ELEMENTARY/SECONDARY

NEW BUSINESS:

Report re Grade 4 Keyboarding Pilot

Miss Bond provided background information and then introduced the presenters: Ms. Toni DeYoe, Teacher - Queensdale School, and Ms. Marilyn Legault, Teacher - Hess Street School.

After the presentation, Grade 4 students from both schools demonstrated their keyboarding skills on the computer.

Moved by Mr. Gage

That the report regarding Grade 4 Keyboarding Pilot be received for information.
CARRIED

Report re Middle School Review 1994-95: System Update

Miss Bond provided background information and then introduced S. Cole, Vice-Principal - Cardinal Heights, C. Ramberan , Teacher - Sir John A. Macdonald and C. Kidd, Program Research Analyst, who presented the Report and then responded to the members' questions.

Moved by Miss Cunningham:

That the Middle School Review 1994-95: System Update be received for information.

Based on the comparative Middle School Review results previously distributed to the schools, Miss Bond indicated that a compilation of individual school reports will be presented to the Board in December, 1996.

The motion was put to a vote and was **CARRIED**.

Report of the Special Education Advisory Committee

Moved by Mr. Mulholland:

That the following Report of the Special Education Advisory Committee be approved:

a) That the Thirteenth Annual Review (1995-1996) Provision of Special Education Programs and Services, as amended, be approved for submission to the Ministry of Education and Training.
CARRIED

Prior to the end of the meeting, the following items were raised:

GENERAL

NEW BUSINESS:

Verbal Update - Learning Centres

In response to Ms. Orban's request, Miss Bond agreed to provide a verbal update on Learning Centres at the June, 1996 meeting of this Committee.

Verbal Update on Public Meetings re Special Education Program Delivery

Due to a lack of time, Miss Bond agreed to provide a verbal update on the recent public meetings regarding Special Education Program Delivery at the next meeting of this Committee.

The meeting then adjourned.

Read and confirmed,

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Chairman

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MINUTES OF THE PROGRAM COMMITTEE
1996 06 06

Present: Trustees Bishop (Chairman), Gage, Johnstone, Mulholland, Patenaude, and Stewart.

Not Present: Trustee Rodgerson.

Also Present: Trustees Cunningham, Darby, Desmarais, Hill, Lowe, Orban, and Rogers.

Officials Present: E. Bond (Superintendent of Program)
P. Shewfelt (Superintendent of Financial Services and Treasurer and Secretary Pro-Tem)
P. Gillie (Superintendent - Administrative and Operational Services)
F. Cooke (Assistant Superintendent of Program)

In the absence of the Director of Education and Secretary, superintendent Shewfelt was elected Secretary Pro-Tem at a meeting of the Board earlier in the evening and assumed that role for this Program Committee meeting. Mrs. Bishop called the meeting to order and asked for confirmation of the minutes.

Moved by Ms. Patenaude:

That the minutes of the regular meeting of 1996 05 09 be approved. **CARRIED.**

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

Report re Behaviour Resource Team (BRT) for the Transition Years 1995-1996

Ms. Bond introduced Vince Martorelli (Social Worker) and Dawn Mutton (Special Assignment Teacher) who outlined a possible case scenario and the team's multi-disciplinary approach in working with schools.

Moved by Mrs. Johnstone:

That the Behaviour Resource Team Report for Transition Years 1995-1996 be received for information.

Moved in amendment by Mr. Gage:

That the staffing allocation for this team be maintained. **CARRIED.**

The motion as amended was put to a vote and was **CARRIED.**
Mrs. Bishop thanked the presenters.

(Note: The Committee Chairman permitted discussion of Items 2 and 3 simultaneously due to their linkage with Learning Centres)

Verbal Update: Learning Centres

Verbal Update on Public Meetings re Special Education Program Delivery

Miss Bond outlined the concept of Learning Centres as a model which allows more special needs students to remain in their home school and provides a team approach to supporting students. Each school's centre would be tailored to meet the needs of its student population, the staff complement and their skills. While Learning Centres are not intended

for students with severe learning problems requiring intense programs, other students already experiencing integration in their program may benefit from the Learning Centre model - up to 50% of their day.

Miss Bond expressed appreciation to all staff who participated in the recent extensive Identification, Placement and Review Committee (IPRC) process. She noted that a 'significant' number of parents have chosen to have their child remain in the home school Learning Centre model, with a resulting decrease in special classes. Should parents not be satisfied, there is the opportunity to have the IPRC placement reviewed. She later clarified that the role of the IPRC was to determine placement in a regular or special class based on needs; the location of special classes is based on accommodatation while minimizing transportation distance - but is not within the purview of the IPRC to determine specific school placements.

Relative to the public meetings, Miss Bond stated that although parents were upset at the time about the changes, the meetings provided them with the opportunity to ask questions about the process and clarify their understanding of procedures.

Concerns were raised as follows:

- whether Learning Centres were implemented due to budgetary or students' needs
- the quality of program if there is no minimum P.T.R. (Pupil-Teacher Ratio) staffing for Learning Centres
- Gifted programming for one or two students in a Learning Centre
- Middle school students - continuity of program and classmates, i.e. special class
- an IPRC may result in a child being placed in a Comprehensive Class rather than a Specific Learning Disability Class.

During the discussion, Mr. Gage temporarily assumed the Chair to permit Mrs. Bishop to ask questions.

There being no further questions, it was agreed:

That the Verbal Updates regarding Learning Centres and Public Meetings re Special Education Program Delivery be received for information.

NEW BUSINESS:

Annual Report on the Environmental Policy

Ms. Gillie, while recommending the discontinuation of annual report, commented on the continued high interest in environmental advocacy within schools which continue to participate in, and receive awards under, the SEEDs program. She relayed her appreciation that Ms. Green-Gibson, Project Team Leader, Student Services and Community Linkage, has assumed responsibility for this report and outreach into the community.

Ms. Green-Gibson supplied further details relative to the seven thrusts to make community-based environmental education programs more accessible to schools as outlined on pages 8 and 9. With an emphasis on urban environmental protection, she noted a further report will be forthcoming relative to the Environmental Learning Centre in the Red Hill Creek Watershed. She concluded that curriculum issues will still be reported to the Program Committee despite the recommendation to discontinue the Annual Report.

Noting he was changing Clause (a) in the recommendations in the report, it was moved by Mr. Stewart:

That the Annual Report on the Environmental Policy be received for information and the following recommendations be approved:

a) That the Annual Report on the Environmental Policy be continued.

b) The partnership for an east end Environmental Centre be supported in principle and an update come back to the Program Committee.

Trustees were appreciative of the report and several preferred Mr. Stewart's direction to maintain the Annual Report. One trustee spoke against the amendment, stating staff time was better spent implementing policies rather than writing reports.

In response to questions regarding the condition of schools lawns, Ms. Gillie explained the Board's practice of seeding lawns rather than sodding, and the ban on chemical spraying due to children with asthmatic conditions.

A request was made to vote on the recommendations separately.
Clause a) was put to a vote and was **CARRIED**
Clause b) was put to a vote and was **CARRIED**

Mrs. Bishop thanked the presenters.

Textbook and Learning Material Approval as per Circular 14

Moved by Mr. Darby :

That the Report re Textbook and Learning Material Approval as per Circular 14 be received for information and the following recommendation be approved:

a) That the names of the texts and learning materials as listed be approved for use in elementary and secondary schools and be added to the existing list of texts and learning materials previously approved by the Board of Education for the City of Hamilton.

CARRIED.

Verbal Update on the Model for the Future "Adjustment Services Department" - requested by Trustee Orban

Commenting on the valuable service provided by Adjustment Services, Ms. Orban requested information about the delivery of this service in future.

Acknowledging the role of Adjustment Counsellor provided a significant service over the years, Ms. Bond briefly outlined the department's history, the emergence of Guidance Counsellors and the addition of Social Workers. Recalling plans were presented to trustees two years ago to phase out the Adjustment Services Department and hire Social Workers, Miss Bond remarked that, as a result of the budget process, this has changed. Other concerns to be addressed include: a) the reduction of Guidance Teachers in schools, b) system-wide attendance, c) Suspensions (to be incorporated into the Safe Schools Policy) and d) Supervised Alternative Learning Experience Program (SALEP) - devise a process similar to the IPRC.
Miss Bond plans to develop a Work Group to examine long term needs and how they can be met, with the plan being presented to trustees as part of the 1997 budget process and long term goals of the Board.

Ms. Orban remarked her appreciation for the report and suggested the Working Group consider contracting out or reviewing wage levels paid to Social Workers for cost savings.

It was agreed:

That the Verbal Update on the Model for the Future Adjustment Services Department be received for information.

ELEMENTARY/SECONDARY

BUSINESS ARISING OUT OF THE MINUTES:

Report re System and School Summaries of Grade 3 and Grade 6 Students' Results on the Canadian Achievement Tests (2nd Edition), 1995-96

Moved by Mr. Darby:

That the System and School Summaries of Grade 3 and Grade 6 Students' Results on the Canadian Achievement Tests (2nd Edition), 1995-96 be received for information.

Miss Bond extended her appreciation to members of the CAT/2 Communication and Planning Team for the preparation of this report and to the teachers for their participation. Noting these results are excellent news, Miss Bond added that the Board's Policy is in line with provincial direction.

The motion was put to a vote and was **CARRIED.**

Alternatives to Junior Kindergarten - requested by Trustee Hill

Mrs. Hill wanted to make the public aware that, while this Board had decided to offer Junior Kindergarten this year, alternatives to Junior Kindergarten are still under consideration and a report was expected.

As Bill 34 relative to alternative staffing for Junior Kindergarten has received second reading, Miss Bond suggested that alternatives could not be considered until the outcome of this Bill had been determined. Miss Bond agreed to bring an interpretation of and implications from Bill 34 once it has received third reading.

Mr. Stewart referred to a newspaper article relative to an all-day Senior Kindergarten concept and wondered if a similar concept could be considered in addition to alternatives to Junior Kindergarten. Miss Cunningham asked that grant implications be reviewed in this connection.

The meeting then adjourned.

Read and confirmed,

.....

cv

Chairman

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GOVERNMENT DOCUMENTS

PROGRAM COMMITTEE

THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

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PROGRAM COMMITTEE

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GENERAL

NEW BUSINESS:

1. Verbal Report re the Letter from the Ontario Association for Counselling and Attendance Services regarding Habitual Absence Legislation [referred at the 1996 06 20 Board 1

MINUTES OF THE PROGRAM COMMITTEE
1996 09 05

Present: Trustees Bishop (Chairman), Johnstone, Mulholland, Patenaude and Stewart.

Not Present: Trustees Gage and Rodgerson.

Also Present: Trustees Cunningham, Darby, Desmarais, Hicks, Johnston, Orban and Rogers.

Officials Present:
D. Goodridge (Director of Education and Secretary)
E. Bond (Superintendent of Program)
P. Gillie (Superintendent - Administrative and Operational Services)
F. Cooke (Assistant Superintendent of Program)

Mrs. Bishop called the meeting to order, noting regrets for not being able to attend were received from Trustees Gage, Rodgerson, Korz and MacDonald. She then called for confirmation of the minutes.

Moved by Mrs. Johnstone:

That the minutes of the regular meeting of 1996 06 06 be approved as presented. **CARRIED**

GENERAL

NEW BUSINESS:

Verbal Report re the Letter from the Ontario Association for Counselling and Attendance Services regarding Habitual Absence Legislation [referred at the 1996 06 20 Board]

Dr. Cooke briefly reviewed the position paper. He then distributed a document entitled "Student Problematic Attendance and Prolonged Absence" [attached], which he felt would provide trustees a broader context in considering the recommendations outlined in the position paper.

Referring to the results of an informal survey of principals who had recent experiences with the Attendance Review Committee or the courts relative to habitual student absence, Dr. Cooke noted the following feedback from these principals:

➡ extensive staff time involved
➡ little long-term effect on improving attendance
➡ concerns were expressed on the following:

- imposition of a fine for habitual student absence
- effectiveness of probation
- merits of assigning students to the performance of community hours
- alternative educational programs for these students

In closing, Dr. Cooke indicated that discussions on the issue are on-going with government representatives and it is anticipated that some legislative action could happen late this year.

Ms. Orban called for positive strategies to address habitual student absences in our system.

Moved by Ms. Orban:

That the verbal Report regarding the Letter from the Ontario Association for Counselling and Attendance Services regarding Habitual Absence Legislation be received for information and that the letter be received and filed. **CARRIED**

The meeting then adjourned.

Read and confirmed,

_____
CHAIRMAN

rt

Att.

STUDENT

PROBLEMATIC ATTENDANCE

AND

PROLONGED ABSENCE

Students of Compulsory School Age (6-16 years old)

CONTENTS

- Responding to Student Absenteeism
- Thinking About Attendance Concerns
- Certificate of Attendance
- Prolonged Absence Form
- Student Problematic Attendance Planning/Worksheet
- Problematic Attendance Referral
- Consent to Acess O.S.R.
- Sample Truancy Warning Letter
- Attendance Review Committee Dates 1996-1997

BOARD OF EDUCATION FOR THE CITY OF HAMILTON

STUDENT PROBLEMATIC ATTENDANCE

AND

PROLONGED ABSENCE

RESPONSIBILITIES

- Legal Mandate - age 6 - 16 years
- School Social Workers (15 schools + 2 Secondary alter ed.)
  - school responsibility up to ARC step
  - in-service provided in September
  - consultation to other schools on need basis
- System Social Worker - remainder of schools

PROCESS

- Fifteen consecutive day absence
  - established procedure ⟶ written referral
- Intermitten absence
  - new guideline ⟶ written referral
- ARC (Attendance Review Committee)
  - meeting day determined for 1996-97
  - school representative determined by principal

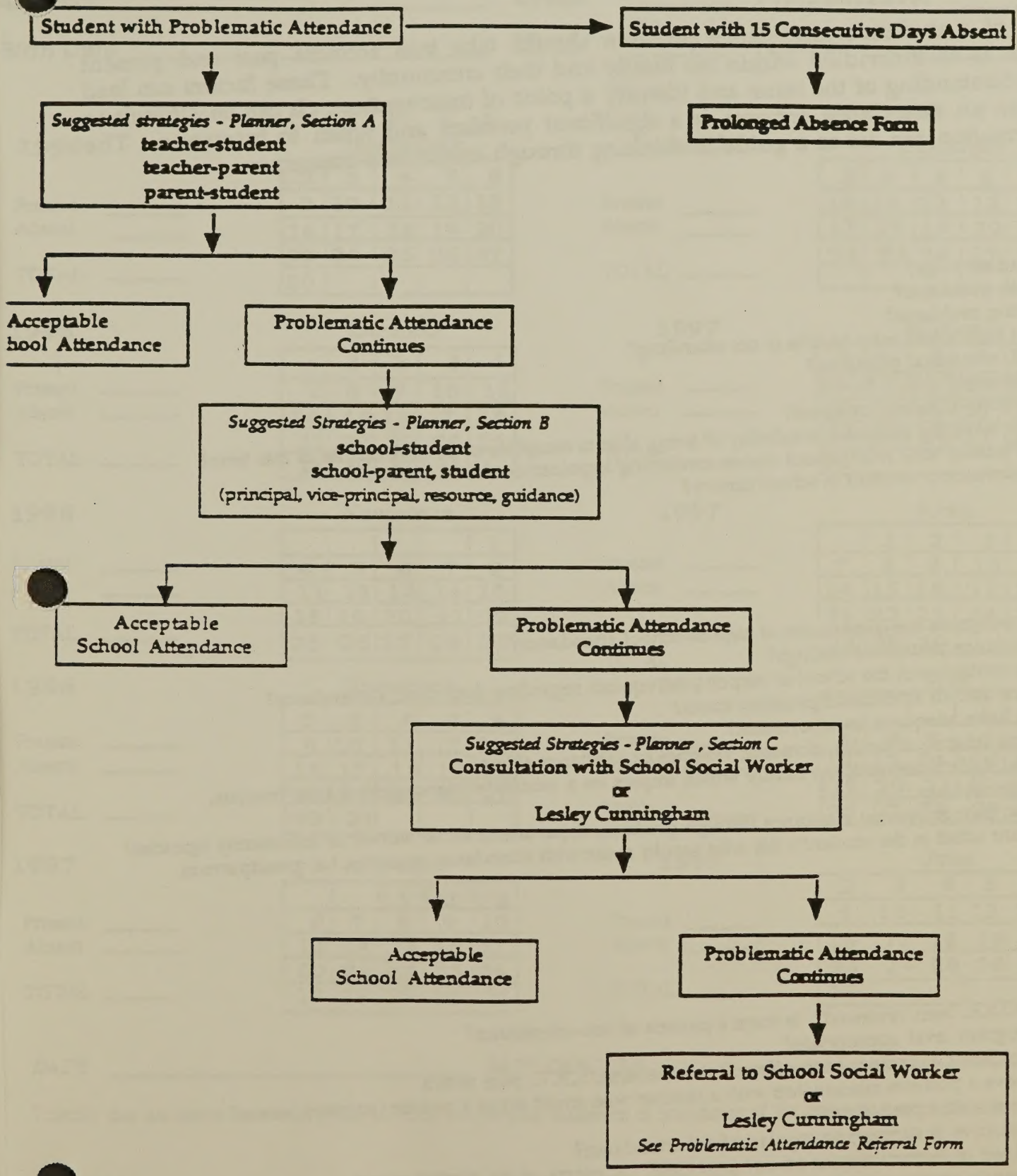
S A L E P

- Regularly scheduled monthly meetings determined for 1996 - 97

- School representative determined by principal

RESPONDING TO STUDENT ABSENTEEISM

In responding to student absenteeism, it is not necessary to address all possible strategies, however, it is essential that all efforts be recorded, including date and person responsible, for court purposes.



THINKING ABOUT ATTENDANCE CONCERNS

ideration of a student's attendance problem should take into account past and present ences, both as an individual within the family and their community. These factors can lead greater understanding of the issue and identify a point of intervention. It can be difficult to mine when an attendance concern is a significant problem and when to intervene. The ving information can act as a guide in thinking through attendance concerns:

idual

nat is the student's age?
e there health problems?
e there learning problems?
s the student been asked why he/she is not attending?
e there social/emotional problems?
es the student work?
e there indications of substance abuse?
es the student have the potential possibility of being able to complete or achieve credits in this term?
s the student missed time from school due to conflicting appointment/activities?
his a new occurrence or evident in school history?

y

es the family recognize the importance of regular school attendance?
at is the attendance pattern of siblings?
parents make contact with the school or respond to requests regarding their child's attendance?
: parents aware that an attendance problem exists?
es the student have adequate transportation?
there problems relating to health, domestic violence or substance abuse?
there financial difficulties with the family which impact on a student's attendance? i.e. no lunches,
ysitting younger siblings
the family had past or present assistance through guidance department, social worker or community agencies?
here a significant adult in the student's life who would assist with attendance concerns, i.e. grandparents,
ings, etc.

:

the student's O.S.R. been reviewed? Is there a pattern of non-attendance?
e student's program level appropriate?
appropriate academic assistance been offered? i.e. resource, L.R.T., peer tutors
s the student have a positive relationship with a teacher who could act as a mentor/support person?
the student developed a peer group?
is peer group positive in supporting regular school attendance?
e student involved in extracurricular school activities? i.e. sports, clubs, special events
e student frequently absent from a particular class or at a specific time of the day?
e school staff attempted to assist the student get caught up on missed school work?
the student been assisted in making a "fresh start" at regular school attendance?

Certificate of Attendance
1996 - 1997

Name _____ School _____

Address _____ Grade _____ Program/Level _____

Birth Date _____ Class _____ Teacher _____

1996 — September

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Present _____
Absent _____
TOTAL _____

1996 — October

	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Present _____
Absent _____
TOTAL _____

1996 — November

				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Present _____
Absent _____
TOTAL _____

1996 — December

2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Present _____
Absent _____
TOTAL _____

1997 — January

		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Present _____
Absent _____
TOTAL _____

1997 — February

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Present _____
Absent _____
TOTAL _____

1997 — March

3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Present _____
Absent _____
TOTAL _____

1997 — April

	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Present _____
Absent _____
_____
TOTAL

1997 — May

			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Present _____
Absent _____
TOTAL _____

1997 — June

2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Present _____
Absent _____
TOTAL _____

DATE _____ DATE CHECKED _____

I certify that the above document presents a true and accurate statement of attendance of the above named pupil in this school.

WITNESS _____ PRINCIPAL'S SIGNATURE _____

PROLONGED ABSENCE FORM
Students of compulsory school age (6-16 years old)

REFERENCE: STUDENT REGISTER/SECTION 11

Students with prolonged absence are those whose absences are consecutive and of fifteen or more days duration.

It is the school's responsibility to contact the parent of the pupil in order to determine why the pupil has not been in attendance. A record of all contacts and documentation is to be retained in the same location as the registers. The removal of the pupil's name from the Register, does not negate the obligations required under the Education Act for compulsory attendance.

1.0 Identifying Information

Date: _____

Name _____ D.O.B. ___/___/___ (Y/M/D) M__ F__

Address _____ Student ID# _____

Telephone Number _____

PARENTS or GUARDIANS: (Full Name)

Father _____ Mother _____

Guardian _____

2.0 Actions Taken By School Personnel (Day #1 - Day #15)

Below is a list of possible suggestions to assist in locating students. Indicate which have been completed, including date and person involved.

SUGGESTION	COMPLETED Please ✔	DATE	PERSON RESPONSIBLE
Classmate			
OSR/OSOR/Computer - alternate and emergency numbers - family doctor - past mobility patterns			
Agency Contacts - please list			
Regional Social Services (546-4800)			
COMSOC/Mother's Allowance (521-7280)			
Home Visits - neighbours (both sides) - landlord - Hamilton Housing Authority (Central Office: 521-7399) - real estate firm - corner store/crossing guards - relatives			
Employer			
Telephone Directory/City Directory			
Public Health Nurse (546-3500)			
CAS (387-1159) CCAS (525-2012)			
Police Department (546-4925)			
Other Actions (Specify)			

(Continued on Reverse Side)

3.0 Subsequent Actions (Day #16 - Day #29)

11(a) After 15 consecutive days of absence, a pupil shall be shown as retired on the 16th day (See section C of O[illegible].

11(b) Notwithstanding 11(a), a pupil may be maintained on the register beyond fifteen consecutive days of absence, but [illegible] than thirty consecutive days if the principal has:

i) documentation from the parent which indicates an expected date of return (**please attach**), or

ii) evidence of a referral to Lesley Cunningham or the school social worker.

If unable to locate student or resolve attendance issue, complete this form and send to Lesley Cunningham, Social and Interpersonal Skills, Education Centre or give to the school social worker with the **Certificate of Attendance** attached.

Date of referral _____

4.0 Follow Up - Subsequent 15 Day Periods

11(c) Further to 11(b), the retention of a non-attending pupil on a register in any subsequent 15 day period requires a report from the attendance consultant at the beginning of each subsequent 15 day period. Such a report will be either recorded below or be documentation attached to this sheet. Where for any reason, there is no such report from the Attendance Consultant, the pupil is shown as a retirement (e.g. 31st day, 46th day). (See Section C of OSR.)

A "G" Day or a "PA" Day occurring within what otherwise would be an unbroken series of days absent, does not break the series for purposes of the "15 day rule".

In instances of seriously ill pupils, it will be sufficient for the Attendance Consultant to provide successive 15 day reports based on the Attendance Consultant's satisfaction that there is no change in status.

DATE	COMMENTS	SIGNATURE

STUDENT PROBLEMATIC ATTENDANCE: PLANNING/WORKSHEET

(Refer to *Responding to Student Absenteeism* flowchart)

In responding to student absenteeism, it is not necessary to address all possible strategies, however, it is essential that all efforts be record including date and person responsible, for court purposes.

	ACTION PLAN		
SUGGESTIONS	***SELECTED STRATEGIES***	***PERSON***	***DATE***
SECTION A (teacher/student/parent) • tracking absences and skipped classes • discussion with student • problem-solving with student • reward/incentives for improved attendance • student charts his/her own attendance • telephone call to parent • engage student in additional school activities (helper, monitor, etc.) • other (specify if selected)			
SECTION B (administrator/student/parent) • interview with student • interview with parent(s) • interview with parent(s) and student • letter to parents from school outlining concerns and expectations • DART - Level 1 and/or Level 2 • consideration of alternative in-school programming i.e. assistance in resouce room/learning centre, change of timetable, etc. • implementation of additional supportive measures i.e. frequent contact with significant staff • other (specify if selected)			
SECTION C (Consultation) • alternative programming - part-time school attendance - ACES, Lawrence, Phoenix • new school setting • consultation with CAS/CCAS • therapeutic referral • S.A.L.E.P. (14 & 15 year olds) • truancy warning letter with certificate of attendance • other (specify if selected)			

PROBLEMATIC ATTENDANCE REFERRAL
Students of compulsory school age (6-16 years old)

Students with problematic attendance are those whose absences are significant in the course of a term/semester but whose absences may not be consecutive.

Before completing this referral form, all potential referrals **must be discussed** with Lesley Cunningham. Consultation between school personnel and Lesley Cunningham will result in a plan of action. If this does not resolve the concerns, a referral for Attendance Review Committee may then be made.

This referral form must be accompanied by the completed and attached **Problematic Attendance Planning/Worksheet** and signed **Consent to Access** form.

NAME: _____ D.O.B. __/__/__ M__ F__
Y M D

ADDRESS: _____ POSTAL CODE: _____

HOME TELEPHONE NUMBER: _____

FATHER: _____ BUSINESS TELEPHONE: _____

MOTHER: _____ BUSINESS TELEPHONE: _____

STUDENT LIVES WITH: Mother: ___ Father: ___ Both: ___ Other: _____

CUSTODY STATUS: _____

SCHOOL: _____ TEL. NO.: _____ EXCEPTIONAL STATUS: Y ___

TEACHER: _____ GRADE: _____

REFERRED BY: _____

STUDENT PROFILE:	BELOW EXPECTED LEVEL	AT EXPECTED LEVEL	ABOVE EXPECTED LEVEL
Achievement	☐	☐	☐
Attendance	☐	☐	☐
Peer Relationships	☐	☐	☐
Adult Relationships	☐	☐	☐
Classroom Behaviour	☐	☐	☐

Description of Concerns: _____

Other school and support staff involved (please list): _____

Community agencies involved (please list): _____

Date of Referral: __/__/__ Principal's Signature: _____
Y M D

BOARD OF EDUCATION FOR THE CITY OF HAMILTON

PROGRAM DEPARTMENT

Consent to Access
Ontario Student Record (O.S.R.)
Hamilton Board of Education Support Staff

In order to effectively plan for your (daughter's/son's) educational program, it would be helpful if the contents of your daughter's/son's O.S.R. could be reviewed either individually or at school conferences (i.e. Diagnostic and Resource Teams) by the following Hamilton Board of Education Support Staff:

Access Requested for Support Staff - Social Worker

I give ( ) I do not give ( ) consent for the above support personnel to have access to my daughter's/son's O.S.R.

_____ _____
Date Signed by Parent or Guardian

_____
Witnessed by Principal/Vice-Principal

PLEASE PRINT

Full Name of Student _____ D.O.B. _____

School _____ Grade _____

Parent(s)/Guardian _____

NOTE:

1) THIS ACCESS FORM SHALL BE CONSIDERED INVALID AFTER A PERIOD OF TWELVE MONTHS. THE TWELVE-MONTH PERIOD WILL BEGIN ON THE DATE THIS FORM IS SIGNED BY THE PARENT OR THE GUARDIAN.
2) PLEASE FILE COMPLETE DOCUMENT IN O.S.R.
3) FOR AUTHORITY - SEE REVERSE SIDE.

AUTHORITY: O.S.R. Guideline 1989
Ministry of Education and Training

Section 4.0 Access to the O.S.R.'s

4.3 Educational Personnel

Only supervisory officers and the principal and teachers of the school shall have access to the O.S.R. for the purpose of improving the instruction of the student, without the written consent of the adult student or of the parent(s) or guardian(s) of a student who is not an adult.

4.4 Other

No individual (including board officials) other than those identified previously in subsection 4.3 shall have access to the O.S.R. without the written consent of the adult student or of the parent(s) or guardian(s) of a student who is not an adult.

Delivered personally or sent by Registered Mail
There must be record of delivery, including date and person for court purposes.

SAMPLE TRUANCY WARNING LETTER
(on School or Board Letterhead)

_____*date*_____

_____
_____
_____
_____

Dear _____

Re: _____

_____
_____
_____
_____

Enclosed you will find an attendance calendar showing in red the many absences of your son/daughter, _____ while attending _____school.

Under these circumstances, we have to inform you that _____ must immediately return to satisfactory attendance. If he/she fails to comply, this matter will then be referred to the Attendance Review Committee, which consists of representatives of the Children's Aid Society, Probation Services, and the Hamilton Board of Education. Both you and _____ will be invited to attend this meeting.

The Committee could recommend that you and _____ be summoned to appear before a Judge of the Unified Family Court.

On the back of this page is a copy of Section 21(2) of the Education Act which states when a child is excused from attendance at school. If you consider that your child is excused because of one of these reasons, you may advise either Kathie Hibbins, Project Team Leader, Social and Interpersonal Skills for the Hamilton Board of Education (527-5092, ext. 2319) or the Provincial School Attendance Counsellor at the Ministry of Education and Training in Toronto (1-416-325-2224).

Sincerely

cc:

(21) (2) A child is excused from attendance at school if,

(a) he is receiving satisfactory instruction at home or elsewhere;

(b) he is unable to attend school by reason of sickness or other unavoidable cause;

(c) transportation is not provided by the board for the child and there is no school that he has a right to attend situated,

(I) within 1.6 kilometres from his residence measured by the nearest road if he has not attained the age of seven years on or before the first school day in September in the year of question, or

(ii) within 3.2 kilometres from his residence measured by the nearest road if he has attained the age of seven years but no the age of ten years on or before the first school day in September in the year in question, or

(iii) within 4.8 kilometres from his residence by the nearest road if he has attained the age of ten years on or before the first school day in September in the year in question;

(d) he has obtained a secondary school graduation diploma or has completed a course that gives him the equivalent standing;

(e) he is absent from school for the purpose of receiving instruction in music and the period of absence does not exceed one-half day in any week;

(f) he is suspended, expelled or excluded from attendance at school under any Act or under the regulations;

(g) he is absent on a day regarded as a holy day by the church or religious denomination to which he belongs; or

(h) he is absent or excused as authorized under this Act and the regulations.

ATTENDANCE REVIEW COMMITTEE

Dates for 1996-1997

Students will be referred to Attendance Review Committee by a School Social Worker and/or Lesley Cunningham. Referrals will occur only when all other strategies have failed in having the student return to acceptable school attendance (see *Student Problematic Attendance Planning/Worksheet*).

DATE	TIME	REFERRAL DEADLINE Referrals to Kathie Hibbins
October 29, 1996	1:30 - 4:30 p.m.	October 4, 1996
January 14, 1997	1:30 - 4:30 p.m.	prior to Christmas vacation
April 1, 1997	130 - 430 p.m.	prior to March Break
June 3, 1997	1:30 - 4:30 p.m.	May 16, 1997

*** Location of ARC meetings yet to be determined.

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PROGRAM COMMITTEE

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NEW BUSINESS:

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2. Correspondence from the Ministry of Education and Training re the Evaluation Report: Model Program for Expelled Students [referred at the 1996 09 19 Board] 2

3. January 1997 Meeting Date 2

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Verbal Update on the Status of Non-mandated Program 2

2. Report re Identification, Placement and Review Committee Process - May/June 1996 2

MINUTES OF THE PROGRAM COMMITTEE
1996 10 03

Present: Trustees Bishop (Chairman), Johnstone, Mulholland, Patenaude and Stewart.

Not Present: Trustee Gage.

Also Present: Trustees Cunningham, Darby, Desmarais, Johnston, Orban and Rogers.

Officials Present: E. Bond (Secretary Pro Tem and Superintendent of Program)
M. Quinn (Superintendent of Schools)
F. Cooke (Assistant Superintendent of Program)

Bishop called the meeting to order, noting regrets for not being able to attend were received from the Director and Trustees Gage, Korz and Paquin.

It was agreed:

That Miss Bond be Secretary Pro Tem.

Mrs. Bishop called for confirmation of the minutes.

Moved by Dr. Johnston:

That the minutes of the regular meeting of 1996 09 05 be approved as presented. **CARRIED**

GENERAL

BUSINESS ARISING FROM THE MINUTES:

Report re Textbook and Learning Material Approval as per Circular 14 - Addendum

Miss Bond presented the Report.

Moved by Dr. Johnston:

That the name of the learning materials as listed be approved for use in elementary schools and be added to the existing list of texts and learning materials previously approved by the Board of Education for the City of Hamilton. **CARRIED**

NEW BUSINESS:

Verbal Update re Hamilton-Wentworth Police Department's Promotional Program - "Chill Out"

Mr. Quinn explained the process involved with the "Chill Out" program which, like the Board's Peer Mediation Program, aims at managing/resolving student conflicts in the school. In spite of its positive features, Mr. Quinn noted his preference to review this program closely before committing the Board's involvement/participation. He then highlighted the following concerns:

✓the program is quite expensive -- a pilot of 10 schools costs about $5,000 per site
✓information material is not research-based/there is no documented evidence of outcomes to date

✓funding availability [the Federal government will provide funding for "student-driven" programs; the "Chill Out" program was developed by a teacher.]

Moved by Dr. Johnston:

That the Verbal Update re Hamilton-Wentworth Police Department's Promotional Program - "Chill Out" be received for information. **CARRIED**

Ms. Orban felt the urgent need for this type of program, suggesting the parent council could be involved in the project. She added that fund-raising activities in the schools may help raise the required funding.

Moved by Ms. Orban:

That the Hamilton-Wentworth Police Department's Promotional Program - "Chill Out" be piloted by the Hamilton Board of Education given that funding is available. **LOST**

Correspondence from the Ministry of Education and Training re the Evaluation Report: Model Program for Expelled Students [referred at the 1996 09 19 Board]

In response to Mr. Stewart's request, the members agreed to defer the consideration of this item to the November meeting of this Committee.

January 1997 Meeting Date

Moved by Mr. Stewart:

That the January 1997 meeting of the Program Committee be re-scheduled to Thursday, 1997 01 09, immediately following the Personnel and Organization Committee meeting. **CARRIED**

ELEMENTARY/SECONDARY

NEW BUSINESS:

Verbal Update on the Status of Non-mandated Program

Noting his update tonight is specific to the impact of the reduction in the number of teachers in non-mandated programs, Mr. Quinn apprised the members of the results of a random survey of 10 schools in order to determine the impact of staff cutbacks relative to the operation of school libraries. He highlighted the following concerns:

✓loss in curriculum leadership
✓decreased teaching information skills
✓library maintenance [co-ordination of audio-visual equipment and ordering of library materials and supplies]
✓security

It was agreed:

That the Verbal Update on the Status of Non-mandated Program be received for information.

Report re Identification, Placement and Review Committee Process - May/June 1996

Miss Bond presented the Report.

Moved by Ms. Orban:

That the Report re Identification, Placement and Review Committee Process - May/June 1996 be received for information. **CARRIED**

The meeting then adjourned.

Read and confirmed,

_____

CHAIRMAN

rt

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PROGRAM COMMITTEE

THE BOARD OF EDUCATION
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1. Update: Secondary School Reform Consultation Process 1

2. Presentation by Ontario Secondary School Students' Association (OSSA) 1

ELEMENTARY/SECONDARY

NEW BUSINESS:

3. Correspondence from the Hamilton Council of Home and School Associations re Non-Mandated Programs [referred at the 1996 10 17 Board] 2

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NEW BUSINESS:

6. Update on the Implementation of the Secondary Retention Action Plan - Requested by Trustee Orban 3

7. Report of the Supervised Alternative Learning for Excused Pupils Committee 3

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9. Report re the Introduction of a Pilot Course in Education About Religion in Elementary Schools 4

MINUTES OF THE PROGRAM COMMITTEE
1996 11 07

Present: Trustees Bishop (Chairman), Johnstone, Mulholland, Patenaude, Wall and Stewart.

Not Present: Trustee Gage.

Also Present: Trustees Cunningham, Darby, Desmarais, Hicks, Hill, Johnston, Orban and Rogers.

Officials Present: P. Gillie (Secretary Pro Tem and Superintendent - Administrative and Operational Services)
F. Cooke (Assistant Superintendent of Program)
S. Thompson (Assistant Superintendent of Schools - Lower City)

Mrs. Bishop called the meeting to order, noting regrets for not attending were received from the Director and Trustees Gage and MacDonald.

It was agreed:

That Ms. Gillie be Secretary Pro Tem.

Mrs. Bishop noted and received the members' agreement to the change in the order of the Agenda items for tonight. She then called for confirmation of the minutes:

Moved by Canon Rogers:

That the minutes of the regular meeting of 1996 10 03 be approved. **CARRIED**

GENERAL

NEW BUSINESS:

Update: Secondary School Reform Consultation Process

Using an overhead, Dr. Cooke reviewed the salient details of the consultation process relative to the Secondary School Reform.

The members voiced their concerns with the possible implications of the proposed changes to vocational schools, the Westmount program and student retention.

It was agreed:

That the Update: Secondary School Reform Consultation Process be received for information.

The members were advised that a workshop has been scheduled for **Wednesday, 1996 11 13 at 18:15 hours** to assist trustees who wish to have on record their response to the Ministry's Secondary School Reform documents. In addition, a Special Meeting of the Program Committee will be scheduled for **Thursday, 1996 11 28 [time to be determined]** to consider the Report re Secondary School Reform Consultation Responses.

Presentation by Ontario Secondary School Students' Association (OSSA)

Mrs. Bishop introduced the student presenters: Ms. Taliesin McEnaney, Regional President, 1996-97 (from Orchard Park Secondary School) and Jeff Sicard (from Jackson High School), in charge of Regional Affairs.

Ms. McEnaney and Mr. Sicard provided background information about the Association and its on-going projects and activities, particularly those which address the current educational issues facing students.

The members offered their appreciation and encouragement for the efforts and leadership of the students involved in this Association.

It was agreed:

That the presentation by the Ontario Secondary School Students' Association be received for information.

ELEMENTARY/SECONDARY

NEW BUSINESS:

Correspondence from the Hamilton Council of Home and School Associations re Non-Mandated Programs [referred at the 1996 10 17 Board]

Mr. Thompson apprised the members on the results of a random survey of 10 schools relating to staff reductions in the area of non-mandated programs. He concluded that, in spite of difficulties, many of these schools have developed "coping" strategies in the delivery of these programs.

The members provided the following suggestions for further review/consideration:

- providing adequate training/in-service to staff
- networking/sharing of ideas among schools
- increased support/assistance, particularly to schools not coping well
- encouraging more community input
- addressing the perceived inequity and inconsistency with the present delivery of non-mandated programs

In response to a question, Mr. Thompson agreed to provide information on the status of the school equipment utilized in non-mandated programs, given the reductions in this area.

Moved by Mr. Mulholland:

That, in response to the letter of concern from the Hamilton Council of Home and School Associations, a report be brought back on the number of non-mandated programs by schools for the 1995-96 and 1996-97 school years and how these programs are delivered. **CARRIED**

The members concurred to receive the letter at this time and that a written response will be sent after the presentation of the report to the Board.

GENERAL

BUSINESS ARISING FROM THE MINUTES:

Correspondence from the Ministry of Education and Training re the Evaluation Report: Model Program for Expelled Students

When Mr. Quinn's (Superintendent of Schools) absence was noted,

It was agreed:

That consideration of this Report be deferred to the December 1996 meeting of the Program Committee.

Verbal Update re Partnership for an East End Environmental Centre

Advising that Ms. S. Green-Gibson, Project Team Leader - Student Services and Community Linkage was unable to come to the meeting, Ms. Gillie briefly provided background information about this environmental initiative. She indicated that the funding application is still in process; thus, no specific details could be presented to the members tonight.

Responding to a request, Ms. Gillie provided statistics on student trips relating to the Outdoor Education programs.

It was agreed:

That the verbal Update regarding Partnership for an East End Environmental Centre be received for information.

NEW BUSINESS:

Update on the Implementation of the Secondary Retention Action Plan - Requested by Trustee Orban

Referring to the Retention Action Report of September 2, 1993, Ms. Orban inquired on the status of the recommendations contained in the document. She felt a "follow through" of initiatives started at that time would be beneficial in addressing the continuing rise in the dropout rate.

Moved by Ms. Orban:

That each secondary school submit a report on the implementation status of the recommendations contained in the Retention Action Report of September 2, 1993 and explanations be given as to:

i) how many of the recommendations have been or are being implemented along with results?

ii) if no action has been taken to implement any of these recommendations, why?

When Ms. Orban indicated a December 1996 timeline for the report, the members expressed their concerns with the extent of the information being requested and staff time/efforts involved.

Moved in amendment by Mr. Stewart:

That the motion be tabled. **CARRIED**

Report of the Supervised Alternative Learning for Excused Pupils Committee

Moved by Canon Rogers:

That the following Report of the Supervised Alternative Learning for Excused Pupils Committee be approved:

a) That the Annual Report [September 1995-June 1996] of the Supervised Alternative Learning for Excused Pupils (SALEP) program, including the Statistical Report be received for information.

b) That the verbal Update regarding SALEP location be received for information and the following recommendation approved:

i) That, recognizing the needs of the SALEP program at this time, staff be directed to establish an alternative accommodation for the program and that a report come back to this Committee regarding the outcome.

CARRIED

Motion to Thank the Chairman

Moved by Mrs. Johnstone:

That the members express their thanks and appreciation to Judith Bishop for her responsible and efficient handling of all the meetings of this Committee throughout this past year. **CARRIED**

BUSINESS ARISING FROM THE MINUTES:

Report re the Introduction of a Pilot Course in Education About Religion in Elementary Schools

Dr. Cooke presented the Report.

Dr. Johnston felt that curriculum materials were available for purchase from other Boards and so budget is not an issue at this time. He expressed his wish to refer the Report back to the officials, requesting them to consult with and get feedback about the issue from the elementary school councils.

Mr. Stewart suggested that school councils may be encouraged to include this item on their meeting agendas.

Moved by Dr. Johnston:

That the Report re The Introduction of a Pilot Course in Education About Religion in Elementary Schools be referred back to the officials for consultation with school councils and that a report regarding the outcome be brought back to the Program Committee.

Mr. Desmarais requested the minutes show his abstention from the voting.

The motion was put to a vote and was **CARRIED**.

The meeting then adjourned.

Read and confirmed,

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CHAIRMAN

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ITES OF THE SPECIAL MEETING
THE PROGRAM COMMITTEE
1996 11 28

URBAN MUNICIPAL
FEB 17 1997
GOVERNMENT DOCUMENTS

Present: Trustees Bishop (Chairman), Gage, Johnstone, Mulholland, Wall and Stewart.

Not Present: Trustee Patenaude.

Also Present: Trustees Darby, Hicks, Hill, Johnston, Lowe, Orban and Rogers.

Officials Present: D. W. Goodridge, Director of Education and Secretary
E. Bond, Superintendent of Program
F. Cooke, Assistant Superintendent of Program
P. Gillie, Superintendent - Administrative and Operational Services

GENERAL

Report re Secondary School Reform Consultation Responses

Miss Bond presented the report.

When Mrs. Bishop indicated she wished to leave the Chair in order to take part in the debate, Mr. Stewart assumed the Chair.

Mrs. Bishop noted the summary of responses by different groups and the issues in the Consultation Report that are important to trustees which have not been addressed. Mrs. Bishop then distributed information outlining her particular concerns. (attached)

When Mrs. Bishop had reviewed her comments, she confirmed for Mr. Stewart that her submission should be included as part of the report to the Ministry and that it should be part of the motion considered by the Committee.

During discussion, Miss Bond confirmed that each of the 8 documents will be sent in their entirety to the Ministry. The report before the Committee this evening is an outline of the responses from the various areas.

Dr. Johnston asked that the following be included in the response: objecting the requirement that students would have to decide on the direction of their secondary education in Grade 8; and pointing out that preparing students to think, act and reason is as important as preparing them for the work place.

Miss Bond confirmed that integrating education about religion into the courses is referenced in the responses.

Miss Bond reminded the members that a consultation session was held for trustees and this represents their responses plus individual responses from groups as noted on the first page. She added that the Ministry indicated that a Board response would not have more weight than individual responses.

Miss Bond offered to have copies of the full reports placed in trustees' lockers.

Moved by Mr. Mulholland: That the report on A Summary of the Responses to the Secondary School Reform Consultation Paper be received for information and that the information as distributed by Mrs. Bishop be added to the responses.

While some question was raised relative to the Board "approving" Mrs. Bishop's submission, Mr. Stewart offered that any trustee is welcome to add his/her own response by 1996 11 30.

Mrs. Wall recalled that the workshop for trustees was to record and compile the varying responses rather than to reach consensus.

At Mrs. Hill's request, the addition of Mrs. Bishop's submission was put to a separate vote and was Carried.

The remainder of the motion was put to a vote and was Carried.

Mrs. Bishop questioned the process employed in presenting this report to trustees, noting that the complete document was not shared with the Committee and cautioned that this was not the proper way to do business.

The meeting then adjourned.

Read and confirmed.

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Chairman

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Response to Secondary School Reform
Hamilton Board of Education
November 1996

The Board of Education has reviewed the consultation paper and compiled a number of responses to the Secondary School Reform Documents. The following are issues and overriding concerns about the reform proposals:

1.Informed Decision Making:
It is difficult to recommend changes to the present destreamed grade 9 program without having seen the provincial results of the reviews of destreamed programs. What actually are the strengths and weaknesses of the destreamed grade 9 program? We request that all reviews of these programs be made public before any changes to the Grade 9 program are made.

2. Resources:
The implementation of the proposed reforms will require new resources: textbooks, and teacher-in service training. The curriculum will not be class-room ready and will require support at the Board level. Where will the resources to pay for these come from? Without adequate funding for these resources there are concerns about the viability of the reforms.

3. Curriculum:
The students presently in grade 7 will enter grade 9 in 1998. without any revamping of their grade 7. and 8 curriculum. to receive a shortened high school education. We understand that a new curriculum for language and mathematics is in draft form for these years. So as not to disadvantage one cohort of students. we request that the secondary school reform proposal commence in 1998 with grade 7 students.

There are concerns about directing teaching at secondary schools towards the post-secondary destination of the student. The nature of and opportunity for work changes yearly. Students will have several careers in their working life: even those who. while attending school, had work as their destination may find themselves later needing to go to college or university. Curriculum which is too narrowly focused will not adequately prepare students for either the changing workplace or their role as citizens in the society.

4. Special Needs Students.
There are some students who need legitimately to take more time than other students to complete their secondary schooling. For example it takes five to seven years for a person to learn English language fluently. As a Board with a large number of special education and English-as-a-Second language students we expect that their need for more than four years in high school will be acknowledged.

Judith Bishop.

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FEB 5 1997

GOVERNMENT DOCUMENTS

DECEMBER 1996

PROGRAM COMMITTEE

THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

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3. Presentation by Strathcona Home and School Association re the Consultation Process for New Blended Classes 2

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MINUTES OF THE PROGRAM COMMITTEE
1996 12 05

Present: Trustees Stewart (Chairman), Bishop, Johnstone, Mulholland, Patenaude, Wall and Cunningham.

Also Present: Trustees Darby, Gage, Johnston, Orban and Rogers.

Officials Present:
D. Goodridge (Director of Education and Secretary)
E. Bond (Superintendent of Program)
R. Binns (Superintendent of Human Resources)
M. Quinn (Superintendent of Schools)
F. Cooke (Assistant Superintendent of Program)
M. Matier (Assistant Superintendent of Schools)
S. Thompson (Assistant Superintendent of Schools).

Mr. Stewart called the meeting to order, noting regrets for not attending were received from Trustees Korz and MacDonald.

ELEMENTARY/SECONDARY

NEW BUSINESS:

Report on Results for the Provincial Grade 9 Reading and Writing Test, 1994-95

Miss Bond provided an overview and then called on Mr. R. Chapman, Project Team Leader - Assessment, Evaluation and Reporting, who reviewed the Report and responded to questions.

Moved by Mr. Gage:

That the Report on Results for the Provincial Grade 9 Reading and Writing Test, 1994-95 be received for information.

Noting the importance of prompt communication of the results to parents, it was

Moved in amendment by Mrs. Bishop:

That individual school results be shared by all schools through the school newsletter. **CARRIED**

Dr. Johnston suggested that the implications of these tests for the immigrant student population (e.g. English as a Second Language program) be included in future reporting.

The motion, as amended, was put to a vote and was **CARRIED**.

Middle School Review - 1991-92, 1994-95: System and School Reports

Miss Bond introduced the Report and then called on Ms. S. Cole, Vice-Principal of Cardinal Heights School, who reviewed the Report.

Moved by Ms. Orban:

That the Middle School Review (1991-92, 1994-95): System and School Reports be received for information.

Mrs. Bishop said she would like to see future reports highlight the quality of this programming.

The motion was put to a vote and was **CARRIED**.

Presentation by Strathcona Home and School Association re the Consultation Process for New Blended Classes

Mr. Stewart introduced Ms. Heather Ryner, a parent who spoke on behalf of other concerned parents from Strathcona School.

Ms. Ryner clarified that, although she is a member of the Strathcona Home and School Association, she and the parents present tonight do not actually represent the Association in this presentation. Ms. Ryner indicated that this group of parents got together to raise collective concerns regarding the inadequate consultation with parents on the new blended classes at this school. She expressed her concern with the potential loss of students if parents decide to not send their children to Strathcona.

In concluding the presentation, Ms. Ryner stated that the parents were not entirely opposed to the program at this time; however, they would appreciate receiving more information and the opportunity for input prior to its implementation.

Mr. Stewart advised Ms. Ryner that the presentation, along with the written report, would be referred to the officials for consideration and response.

GENERAL

BUSINESS ARISING FROM THE MINUTES:

Implementation of the Secondary Retention Report Action Plan

Noting she was advised that information is available on this issue, it was

Moved by Ms. Orban:

That the following motion be lifted from the table:

That each secondary school submit a report on the implementation status of the recommendations contained in the Retention Report Action Plan of September 2, 1993 and explanations be given as to:

i) how many of the recommendations have been or are being implemented along with results?

ii) if no action has been taken to implement any of these recommendations, why?

Clarifying that only Recommendations 1, 2, 5 and 7 of the Retention Report Action Plan pertain to the issue of retention, Dr. Cooke affirmed the request could be accommodated.

Mr. Goodridge requested the members to allow a reasonable timeline for the submission of this report given the many priority issues facing the Board.

Moved in amendment by Ms. Orban:

That Secondary School Principals submit a report on the implementation status of Recommendations 1, 2, 5 and 7 contained in the 1993 08 26 Retention Report Action Plan by February 1997.

Moved in amendment to the amendment by Mrs. Bishop:

That the timeline for the report be June 1997.

Ms. Orban accepted this as a friendly amendment.

The amendment was put to a vote and was **CARRIED**.

Miss Cunningham suggested this information be retained in the Board's computer system for future reporting and tracking of students.

Mrs. Bishop requested an update on the definition of "Dropout" based on guidelines from the Ministry of Education and Training.

The motion, as amended, was put to a vote and was **CARRIED**.

NEW BUSINESS:

Report re Appointment of Members to the Review Committee - Policy and Procedures for the Selection of Learning Resources

Miss Bond presented the Report, noting the following additional nominees to the Central Review Committee:

1. Maureen Isnor - Hamilton Council of Home and Schools Representative
2. Sheila Wood - O.S.S.T.F. Representative

Miss Cunningham advised that Trustees Johnstone and Korz have agreed to be Trustee Representatives again this year.

Moved by Mr. Mulholland:

That the following nominees be approved for appointment to the Central Review Committee for the term 1997 01 01 to 1997 12 31:

Elizabeth Bond	Superintendent of Program (Chair)
Eleanor Johnstone	Trustee Representative
Geoff Korz	Trustee Representative
Barbara Ledger	Community Representative
Gilbert Mills	Community Representative
Hussein Kayhan	Community Representative
Margaret Mills	Community Representative
Mary-Lou MacDonald	Community Representative
Paul Charles	Community Representative
Maureen Isnor	Hamilton Council of Home and Schools Representative
Diane Rawsthron	H.P.A Representative
Harry Traini	H.S.S.P.C. Representative

Sheila Wood	O.S.S.T.F. Representative
Patrick McKenna	O.P.S.T.F. Representative
Nancy Adie	H.W.T.A. Representative

CARRIED

Presentations - China Trip

The following presenters provided insights on their recent educational trip to China. M. Bowman, Principal of Westdale School; T. Ophoven, Principal of Queen Mary School; D. Quigley, Principal of G. R. Allan School; and L. Tindall, Vice-Principal of Queen Mary School. Highlights were given in the areas of teacher and student exchanges between Hamilton and China, access to education/funding and communication/computer education systems in China.

It was agreed:

That the Presentations - China Trip be received for information.

Correspondence from the Ministry of Education and Training re the Evaluation Report: Model Program for Expelled Students

The members agreed to defer consideration of this item to the next meeting of this Committee.

Some members queried whether this item is tied with the Safe Schools issue and therefore should be considered by the Operations and Finance Committee.

Report of the Accommodation/Consolidation of Schools/Magnet Schools/Secondary School Reform Committee

Moved by Miss Cunningham:

That the following Report of the Accommodation/Consolidation of Schools/Magnet Schools/Secondary School Reform Committee be approved:

a) That no action be taken with respect to accommodation and consolidation of vocational schools at this time.

b) That the Accommodation/Consolidation of Schools/Magnet Schools/Secondary School Reform Committee investigate the feasibility of establishing a pilot project for a Grade 7-12 school beginning September 1, 1997.

Relative to Clause b), the members provided the following input/suggestions for further review and consideration:

- unrealistic timeline
- open communication through input from all stakeholders
- process should be clarified to all those involved in the project
- community input/awareness should be encouraged

Moved in amendment by Mrs. Wall:

That the words "beginning September 1, 1997" be deleted.

After further discussion, Mr. Gage called the question and it was **Carried**.

The amendment was put to a vote and was **CARRIED**.

The motion, as amended, was put to a vote and was **CARRIED**.

Reconstitution of Ad Hoc Committee
▪Accommodation/Consolidation of Schools/Magnet Schools/Secondary School Reform Committee

Moved by Dr. Johnston:

That the Accommodation/Consolidation of Schools/Magnet Schools/Secondary School Reform Committee be reconstituted for 1997 to consist of five members appointed by the Chairman of the Board and that the mandate of the committee be: to look into accommodation, consolidation of schools, magnet schools and secondary school reform.
CARRIED

The meeting then adjourned.

Read and confirmed,

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CHAIRMAN

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